



Administrative Council Meeting Minutes

November 9, 2010

8:00 pm to 9:00 pm -- In the Parlor

• **Welcome / Call to Order**

- Call to Order -- The meeting was called to order at 8:05 pm by Chairperson Janie Lewis.
- The Prayer Team opened with prayer.
- Signature of Attendance Sheet -- Those present signed the attendance sheet which will be attached to the approved minutes submitted for file.

• **Approval of Minutes**

- Minutes from September 14, 2010 were read. Upon a motion by Steve Klinger with a 2nd by Greg Long, minutes were reviewed and approved without amendment.

• **Reports**

- Lay and Staff Employee Handbook was discussed. Greg Long made the motion to discuss. Brian Nelson was the chair when most of the Lay and Staff Employee Handbook was developed and attended the Ad Council meeting to address questions.
 - Dale Wilson made a comment that this handbook has been needed for a long time and spoke appreciation for the work. Questions from Dale are:
 - Who are the employees?
 - Who are part-time and full-time?
 - Dana Forester is full-time
 - Rowdy Yates is full-time
 - Lydia Rychtarczyk is full-time
 - Brian noted that the SPRC want the preschool teachers to receive this handbook.
 - Brian noted that not all employees were receiving the same treatment.
 - Brian also noted that additional edits maybe needed in the future.
 - Dale Wilson wanted to clarify if the full-time and part-time employees had the same vacation days.
 - Lydia Rychtarczyk wanted clarification if the vacation and sick days for the preschool teachers needs to follow this handbook.
 - Brian stated that the handbook should probably have an addition made to this handbook, a preschool section that
 - Dale Wilson wanted to know who the supervisors are for the employees.
 - Dennis stated that he and the SPRC are the supervisors of the employees.
 - Brian stated that the job descriptions should outline who the supervisors are.
 - Dale Wilson wanted to know who had the laptops with permission to take them off campus of the church.
 - Dale Wilson stated the Acceptable Use Policy (AUP) for Technology has not been adopted by the Ad Council. Discussion was made that the AUP was immersed with the Staff and Lay Handbook.
 - Discussion on problems incorporating the Preschool with the Handbook was made.

- Greg Long withdrew his request to accept this handbook. There are various other issues that still need to be resolved.
- Membership – Dana Forester
 - Worship attendance history and membership status was distributed.
- Treasurer – Bill Yeager was not present. His report was made by Dennis Payton.
 - Distributed financials report.
 - The pledges are still coming in. Only 61% of the budget has been pledged so far.
 - All apportionments have been paid.
- Finance – Jeff Quyle was not present. His report was made by Dennis Payton.
 - The 2011 budget was presented.
 - Only the Trustees, SPRC and Technology received a 1% increase from last year.
 - Total budget for 2011 is \$692,761.
 - Dale Wilson noted that it would have been helpful to have a line-by-line comparison of the 2010 and 2011 budget.
 - Budget was accepted by the Admin Council.
- Trustees – Gary Potter
 - Not present, no report.
- Wills & Memorials
 - Not present, no report.
- Communications – Lisa Jay
 - Not present, but report submitted by Tammy Payton.
 - The eNewsletter is growing. We now have 54 subscribers and are sending announcements and notification when the SonBurst is ready to download.
- Pastor/Staff Relations – Greg Long
 - Did not have enough money to hire Rob as helper with youth
 - Staff Christmas party is Dec. 3.
 - The next agenda item will be to work on the Lay and Staff Handbook.
- Technology – Rob Probus
 - Not present, report submitted by Tammy Payton.
 - There is a lot of problem with getting the printer functioning and the new computers installed and working.
 - The problem needs to be resolved by the technology and trustees committees.
- Adult Education – Tammy Payton
 - WWW is going well.
- Children's Education – Lydia Rychtarczyk
 - Children are practicing for the Christmas musical which will be presented on December 12 at 6pm.
 - Summer lunch program is being worked on as a new ministry.
 - Grant monies are available, but requires working with a school cafeteria personnel to affirm balanced meal is being provided.
 - Next year would like to have a Halloween party of some kind to draw in community families.
- Preschool Oversight – Lydia Rychtarczyk
 - Fall Festival was great.
 - Christmas celebration will be December 9.
 - Dec. 20 – Jan 4 will be Christmas break.
- UMYF – Matt Houppert
 - Was not present – no report
 - Kurt Freeman reported that several upcoming youth activities are being planned
- Family Ministries – Kim Webster
 - Was not present - no report.
- Missions – Pam Taber and Claire Farrand
 - Not present, but report submitted by email.
 - Operation Christmas Child campaign is going well and will wind up this coming Sunday.

- November and December bring many opportunities to get involved in Missions and hope that many will take advantage of these opportunities.
- Evangelism/Outreach – Steve Klinger
 - Monday evening LRE goes out.
 - Day time LRE is still operational.
 - Healing Conference was well attended. Had several visitors.
 - Exploring additional events like this for the future.
- Worship Committee – Erin & Rob Probus
 - Erin and Rob were not present.
 - Blue Christmas is December 23.
 - Hanging of the Greens is the Sunday following Thanksgiving.
 - Christmas Eve services times are being discussed.
 - Combined services will be January 16, 2011 at the Mooresville High School Auditorium.
- Health & Welfare – Cheryl Howard
 - We gave 23 flu shots out on Sunday and more are available.
 - Blood drive is coming up in January, possibly on the 9th. This will be the Colts football give-away.
- Prayer Committee – Bonnie Beebe
 - No report.
- Lay Leadership – Dennis Payton
 - New Admin Council chair will be Brain Nelson
 - New Trustees are John Lewis, Bob Carroll, Ed Pierce and Kevin Houppert
 - New SPRC are Karalee Stinson, Zach Furniss and Dale Wilson
 - New Missions are Donna Sease, Stacy Nelson, and Julie Milligan
 - New Worship chair people are Jeff and Laura Lawson
 - New Lay Leadership people are (renewed)
 - New Lay Delegates to Annual Conference are David Sease and Rob Probus
 - New Communications are Janie Lewis, Bryon Wiley, with Dana Forester as chair
 - New Technology are Tammy Payton and Signe Nicholson
 - Lay Leadership prays over names – if there is a missing spot, they are still trying to find the best people for that position.
 - Lay Leadership wants to see smaller committees with short-term commitments for ministry opportunities.
 - Lay Leadership's goal is to support ministry and not a structure.
- Lay Leader – Steve Klinger
 - As we look at our congregation, we see people who are not involved in ministry and ask why
 - Looking for more opportunities to get people involved and disciplined
 - The Fruitful Congregation initiative is training a few of our lay people and pastors how to improve our ministries and strengthen the body
- Pastor – Kurt Freeman
 - Youth is going well and getting ready for Christmas.
- Pastor – Dennis Payton
 - This weekend was an exceptional event (Healing Conference with Dr. Steve Seamands).
- Lay Member to Annual Conf – Mike Patterson
 - Not present, no report.
- Lay Member to Annual Conf – Don Adams
 - Not present, no report.
- United Methodist Women – Mary Craig
 - Not present, no report.
- United Methodist Men – John Crawford
 - Not present, no report.

- **Unfinished Business**

- None.

- **Other New Business**

- none

- **Adjournment**

- The meeting was adjourned at 9:16 pm by Chairperson Janie Lewis and closed in prayer by Erin Probus.
- Next meeting: Tuesday, January 11 @ 8:00 p.m. in the Parlor.